



Benton County Circuit Clerk & Recorder

Circuit Clerk - Brenda DeShields

Filing Fees

[Court Fees](#) | [Recorder's Fees](#) | [Passport Fees](#)

The Office of the Circuit Clerk accepts the following forms of payment: cash, personal checks, business checks, cashier's checks, postal money orders and non-postal money orders. The Recorder's Office is located at [215 E. Central St., Ste. 6 in Bentonville](#) and can be reached at 479-271-1017. The Court's office is located at 102 N.E. A Street, Bentonville and can be reached at 479-271-1015

Court Fees

For initiating a cause of action in the circuit court (Civil, domestic, out of state judgments and all appeals) Ark. Code Ann. §21-6-403(b)(1)	\$165.00
For reopening a cause of action in the circuit court Ark. Code Ann. §21-6-403(b)(2)	\$50.00
Out-of-state subpoena	\$4.50 (plus 60¢ for each supporting document)
For any cause of action which by court order is transferred from any district or circuit court to a circuit court	\$50.00
For filing an appointment to serve as a Civil Process Server	\$140.00 (plus 60¢ for each supporting document)
For renewal of a Civil Process Server	\$50.00
Circuit Clerk issuing subpoenas for civil and domestic cases (When counsel requests for the clerk to prepare and issue subpoenas for court cases.)	\$2.50
SCIRE FACIAS	\$15.00
A Writ for a dormant judgment against a person to be revived.	(\$5.00 each additional page)

Recorder's Uniform Filing and Miscellaneous Fees

Recordable Instrument Requirements:

1. Original instrument
2. Notarized signature
3. Tax statement return address on document
4. Name of instrument preparer
5. Revenue stamps on warranty deeds (if revenue changed hands)
6. "I Certify" statement on all warranty deeds (and any deed that has revenue stamps affixed)
7. A self-addressed stamped envelope (if sending in by mail)
8. Compliance with [Standardized Form Act 757 of 2003](#) (Or refer to Ark. Code Ann. § 14-15-402)

Surveys and Plats Requirements:

1. Two (2) original instruments
2. Signature on each instrument
3. Accompanied with a reduced copy, if larger than 18" by 24"
4. Mylar not accepted
5. Color plats accepted ONLY if accompanied with a black and white copy

Writs of Garnishment and Execution.	\$20.00
Deeds, Deeds of Trust, Mortgages, Release Deeds, Powers Of Attorney, Plats, Survey Plats, Notary Bonds, Foreign Judgments (within the State of Arkansas), Lis-Pendens, Medical Liens, Mechanic's and Materialmen's Liens, Federal Tax Liens, and any Recordable instruments except as otherwise described this section. Ark. Code Ann. §21-6-403(a)(1)(A). Act 615 of the Regular Session, 2007.	\$15.00 \$5.00 for every page subsequent to the first
<i>Note: a two-sided instrument counts as two pages.</i>	
Mortgage assignments, Mortgage Releases, and other instruments Ark. Code Ann. §21-6-403(a)(1)(B). Act 615 of the Regular Session, 2007.	If a single document lists multiple instruments: No fee for the first instrument listed. A fee of \$15.00 per additional instrument listed, not to exceed \$300.00
Mortgagee's or Trustee's Notice of Default and Intention to Sell Ark. Code Ann. §18-50-104.	\$140.00 Plus recording fee of \$15.00 for the first page (1) side only and \$5.00 for each additional page.
Waiver of requirements of Ark. Code Ann. 14-15-402(b)(1) for good cause (at Recorder's discretion) Ark. Code Ann. §21-6-403(a)(2). Act 615 of the Regular Session, 2007.	\$25.00
State Tax Liens	\$8.00
Financing Statement/UCC Filings, Pursuant to Act 942 of 2009, the filing of all agricultural liens and farm-related security interest filings will be made in the Arkansas Secretary of State's Office.	
Termination Statement Certification is *****	\$6.00
Certificate of Assessment or any other instrument not specified	\$8.00
Authentication of a Court Document or Court Record	\$5.00
Certification of a Court Document	\$5.00
Copy of a document	\$25
Certificate of Notary	\$5.00
Copies of full-size plats	\$3.00
DD2-14 forms	No charge
Bond in Contest	\$15.00 And \$5.00 for each additional page.

Passport Fees

Fees described below apply to each applicant. Note passports issued to those 16 and older are valid for ten years. Passports for children under 16 are valid for five years and are not renewable. If you are behind in child support payments, you may not be able to get a passport. [See Child Support](#). For assistance for special circumstances, visit the Recorder's Office or call 479-271-1017. Additional information may be found at the [U.S. Department of State web site](#).

Passport renewal applications may be completed if the applicant has previously had a U.S. Passport book/card issued within the past 15 years and issued when the applicant was 16 years or older. The undamaged U.S. Passport book/card should be submitted along with the DS-82 form and mailed to the U. S. Department of State by the applicant.

Please arrive no later than 4:00 p.m. at the Recorder's Office to process a passport application.

Passport Application Requirements:

1. ~~Four~~ One (1) 2" by 2" Passport Photo
2. U.S. birth certificate (original or certified copy) or naturalization papers
3. Passport application completed in black ink or typewritten
4. Driver's license or a state-issued ID card
5. For children ages birth to 15:
 - both parents must sign the application in front of the accepting agent
 - child(ren) must be present at time of application
6. For children ages 16 and 17:
 - one parent must sign the application in front of the accepting agent
 - child(ren) must sign the application in front of the accepting agent

Application Fee (payable to U.S. Department of State)*

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| • Book, Adult (16 and over) | \$110.00 |
| • Book, Children (age 15 and under) | \$80.00 |
| • Card, Adult (16 and over) [†] | \$30.00 |
| • Card, Children (age 15 and under) [†] | \$15.00 |

Execution Fee [‡] (payable to Benton County Circuit Clerk's Office)*	\$25.00
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Recommended Overnight Return Delivery Service (USPS Express Mail® service)	\$12.72
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The Overnight Return Delivery Service fee is an optional fee charged when customers request to have their newly issued U.S. Passport book shipped to them using Overnight Return Delivery Service. Please note that Overnight Return Delivery Service is not available for the U.S. Passport Card.















Customers applying for the passport book and the passport card will only receive the passport book by Overnight Return Delivery Service.

Passport cards will be mailed to the applicants using first class mail service.

Expedite Fee, All (payable to U.S. Department of State)*	\$60.00
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*Accepted Forms of Payment

Payment Type	Benton County	Department of State
Cash	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cashier's Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Traveler's Checks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasury Checks	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Debit Card		
Postal Money Orders		
Non-Postal Money Orders		
Canadian Postal Money Orders		
Foreign Money Order		
Credit Card		
Postal Payment Card		

Division Locations

Division	Address	Number
Courts	102 N.E. "A" St.	479-271-1015
Juvenile	102 N.E. "A" St.	479-271-5702
Child Support	102 N.E. "A" St.	479-271-5711
Recorder's Office	215 E. Central St., Ste. 6	479-271-1017

*The Circuit Clerk's Office is prohibited by law
from giving legal advice.*